

## Dublin City Community Enhancement Programme 2020

### Terms and Conditions

---

- The Department, under the Community Enhancement Programme 2020, will support capital projects in disadvantaged areas subject to available resources. Capital expenditure on adaptations or equipment needed as a result of Covid-19 is also eligible.
- Applications for funding will be assessed against the criteria listed on Page 5 of the Dublin City Community Enhancement Programme Guidelines 2020 (separate document).
- Funding will only be awarded for capital projects taking place within the Dublin City Council area.
- The information supplied by the applicant group/organisation must be accurate, complete and signed. Misinformation may lead to disqualification and/or the repayment of any grant made.
- The Department of Rural and Community Development, the Dublin City LCDC and Dublin City Council reserve the right to publish a list of all grants awarded including the name of the group or organisation in receipt of funding and the general location of the group.
- Recorded content in all forms (photography, video etc.) may be required by the Department of Rural and Community Development, the Dublin City LCDC and Dublin City Council for publication on social media sites/newsletters etc. to promote the grants available and awarded. It is the responsibility of the applicant to ensure the GDPR are adhered to and that consent for publication has been given by all participants in the recorded content submitted. Subject to the requirement that all grantees demonstrate written consent from parents/guardians for the use and dissemination of all recorded content in all forms (photography, video etc.) that features child dependents is obtained, grantees can engage in communications using mixed media related to their project proposal and/or grant.
- The Freedom of Information Act 2014 applies to all records held by the Department and Dublin City Council. Under the Freedom of Information Act 2014, details contained in applications and supporting documents may, on request, be released to third parties. If there is information contained in your application which is sensitive or confidential in nature, please identify it and provide an explanation as to why it should not be disclosed. If a request to release sensitive information under the legislation is received, you will be consulted before a decision on whether or not to release the information is made. In the absence of the identification of particular information as sensitive, it could be disclosed without any consultation with you.
- It is the responsibility of each group/organisation to ensure that it has proper procedures and policies in place including appropriate insurance where relevant. A specific indemnity to Dublin City Council noted on your Public Liability Policy, in relation to the grant received from the Community Enhancement Programme 2020, is required.
- Where relevant applicants must ensure they have a Child Safeguarding Statement and meet all the requirements of the Children First Act 2015 which includes Garda vetting for all officers and those associated with the project.

- Applicants must ensure that all necessary statutory permissions or consents have been obtained before any works commence. This includes but is not confined to both public realm and planning permission.
- All goods and services or works purchased under the Community Enhancement Programme 2020, must be procured on the basis of the Public Procurement Guidelines available at <https://ogp.gov.ie/advertising-on-etenders-grant-recipients-2/>
- Payments to successful applicants will be made in 2020 into the dedicated group bank account. Payments cannot be made to personal bank accounts.
- The Minister reserves the right to reassign the funds offered to another approved project if all requirements are not met within a defined period.
- Under financial regulations Dublin City Council is required to make all payments by Electronic Fund Transfer (EFT). An EFT Form must be completed and submitted by all successful applicants with the group/organisation's bank details in a timely manner. Dublin City Council cannot issue any payments which will bring total funding in a 12 month period to a sum in excess of €10,000 (inc VAT) without receipt of a tax clearance access number along with a PPS/tax reference number. If applicable, it will also be necessary to submit these details.
- All groups/organisations must retain their vouched expenditure for 12 months for audit reasons.
- Groups or organisations who are funded under this Programme will be expected to provide evidence of spend in the form of copies of receipts/invoices **marked paid by supplier** and a short report on how the project contributed to Goal 2 of the Dublin City Local Economic and Community Plan 2016 – 2021.
- VAT will only be paid where it is included in the application amount. No further requests for VAT payments or repayments will be accepted.
- The Department, the Dublin City LCDC and Dublin City Council must be publicly acknowledged in all materials and website content associated with the grant, where feasible.
- Generally no third party or intermediary applications will be considered.
- **Late applications will not be considered**
- Dublin City Council hold no responsibility for non-receipt of emailed applications.
- The funding offered must only be used for the purposes specified in the application and **any change of use** to the proposed grant must be approved in advance by the Dublin City LCDC **by 5<sup>th</sup> February 2021**.
- The full amount of the grant must be spent **by 31<sup>st</sup> March 2021**. Any unspent funding must be returned to the Department via Dublin City Council.
- The Department, the Dublin City LCDC or Dublin City Council may carry out audits or unannounced site visits to verify compliance with the terms and conditions.

- Further information may be requested – The Dublin City LCDC reserves the right to request further information from you in order to assess your application, if so required.
- Breaches of the terms and conditions of the grant's scheme may result in sanctions including disbarment from future grant applications.
- In order to process your application it may be necessary to collect personal data from you. Such information will be processed in line with the Dublin City Community Development Section's Privacy Statement.